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January 8, 2003

RECEIVED

JAN 9 2003

Electric Division

Mr. Scot Cullen, Chief Electrical Engineer
Public Service Commission
610 N. Whitney Way
P.O. Box 7854
Madison, WI. 53707-7854

Re: In the Matter of Filing Reporting Requirements for Appropriate Inspection and Maintenance, PSC Rule 113.0607(6)

Dear Mr. Cullen

Enclosed for filing are 3 copies of Westby Electric Utility's report to the commission, submitted every two years, showing compliance with its Preventative Maintenance Plan.

Very truly yours,

Gregg Hanson

Gregg Hanson
Director of Public Works and Utilities

Enclosures

TWO YEAR REPORT DOCUMENTING COMPLIANCE WITH THE PREVENTATIVE MAINTENANCE PLAN

Westby Electric Utility

FILING DEADLINE
FEBRUARY 1, 2003

January 8, 2003

Gregg Hanson

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This report format was prepared by the MEUW work group for PSC Rule 113.0607 for use by the 82 municipal electric utilities in Wisconsin and endorsed by PSC staff as meeting the requirements of Rule PSC 113.0607.

I Reporting Requirements: PSC 113.0607(6) states;

Each utility shall provide a periodic report to the commission showing compliance with its Preventative Maintenance Plan. The report shall include a list of inspected circuits and facilities, the condition of facilities according to established rating criteria, schedules established and success at meeting the established schedules.

II Inspection Schedule and Methods:

SCHEDULE:	MONTHLY	ANNUAL	EVERY 5 YEARS
Transmission (≥69Kv)		X	X
Substations	X	X	
Distribution (OH & UG)			X

METHODS: Five criteria groups will be used to complete the inspection of all facilities.

1. IR – infrared thermography used to find poor electrical connections and/or oil flow problems in equipment.
2. RFI - Radio Frequency Interference, a byproduct of loose hardware and connections, is checked using an AM radio receiver.
3. SI – structural integrity of all supporting hardware including poles, crossarms, insulators, structures, bases, foundations, buildings, etc.
4. Clearance – refers to proper spacing of conductors from other objects, trees and conductors.
5. EC – equipment condition on non-structural components such as circuit breakers, transformers, regulators, reclosers, relays, batteries, capacitors, etc.

Distribution facilities will be inspected by substation circuits on a 5-year cycle such that the entire system will be inspected every 5 years. Inspector instructions for inspecting all facilities and forms are included in the plan.

III Condition Rating Criteria

This criterion, as listed below, establishes the condition of a facility and also determines the repair schedule to correct deficiencies.

0) Good condition
1) Good condition but aging
2) Non-critical maintenance required – normally repair within 12 months
3) Priority maintenance required – normally repair within 90 days
4) Urgent maintenance required – report immediately to the utility and repair normally within 1 week

IV Corrective Action Schedule

The rating criteria as listed above determine the corrective action schedule.

V Record Keeping

All inspection forms and records will be retained for a minimum of 10 years. The inspection form contains all of the required critical information i.e. inspection dates, condition rating, schedule for repair and date of repair completion.

VI Reporting Requirements

A report and summary of this plan's progress will be submitted every two years with the first report due to the Commission by February 1, 2003. The report will consist of a cover letter documenting the percent of inspections achieved compared to the schedule and the percent of maintenance achieved within the scheduled time allowance.

VII Inspected Circuits and Facilities

Circuit # and description	Substation
Cir. #1 12kv Ind. Park	**E. Transformer Westby Sub**
Cir. #2 12kv S.E. (Res.)	W. Transformer Westby Sub
Cir. #3 12kv central business	W. Transformer Westby Sub
Cir. #4 12kv S.E. (Ind.)Webster	W. Transformer Westby Sub.
	75kw Gen set @ WWTP

Base load and peaking generation, less than 50 megawatts per unit in size, is typically subject to pre-operational checks, in addition to checks and maintenance during and after periods of operation. Emergency generation is test run and maintained every month to confirm its operational readiness.

VIII Scheduling Goals Established and Success of Meeting the Criteria:

Westby Electric Utility inspects its sub station on the last week of every month.
All of the inspection goals were met. Westby Electric Utility rebuilt 35% of the distribution system in 2000 – 2002 and also built a new sub station during this time period. Formerly NSP owned the sub station in the City. A voltage conversion from 4kv to 12/7.2 kv is approximately 40 % completed and the remaining portions of the city will be converted over the next 3-10 years. During inspections, 9 lightning arrestors were replaced (which were faulty during manufacturing).

IX Facility condition-rating criteria:

Westby's electrical system is in excellent condition. The distribution voltage conversion and the new city owned electric sub-station will bring increased reliability for the residents for years to come. Prior to the city's conversion project, Westby was supplied with power through a 35-year-old transformer that was owned and maintained by NSP (XCEL). Over the past two years (or since the conversion project) there have only been two brief non-scheduled outages. One was a short outage that affected about 30 residential customers and was caused by an animal, and the other was a short outage that affected 3 commercial customers that was caused when a car hit a pole.